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Hall	of	Record	ds
Commission			

Rr EST FOR RECORDS RETENTIONSO ULE (o I Submitted to the Records Monagemei)ivision Hall of Records Commission

SCHED	ULE-	
N	0-	22
PAGE NO.	1.	<u>.</u>

k 1. Reques	ting Agency		2. Division or Bure	au of Requesting	Agency
	KENT COUNTY		CLERK OF CI	RCUIT COURT	
3. Authoriz	zation Requested (Check on	nly one of the square	es below).	:	
X additiona	of present accumulation. No al accumulation is antici- s have ceased to have value ention.		t their retention after		and destroy originals. not microfilmed would be period of time indicated.
4. Item No.	Describe records accurate work or activity to which (cubic or linear feet). Si	the records relate	orm number, size of , inclusive dates, ar	documents, nd quantity	6. Recommendation of Hall of Records and Board of Public Works.
1. M <u>IL</u>	ITIA ENROLLMENT	•		•	Spyroud Hall ?
	File Arrangemen Annual Accumula) ^{M-} etter files (1^ ut: Alphabetica	cubic feet) 1 by,surname		Records Commiss is
an La fo en of ti Ad	destionnaire giving named signature of enrolling was of Maryland, 1916, or the enrollment of the arollment form viere made ficer, one to be filed we counties, and the counties, and the Authorovision omitted form	ng officer. The Chapter 311, Sele State militiantle; one to be a larith the Clerk priginal to be fact of 1916 -was	ection IV, vAiich Three copies retained by the e s of Court of th iled in the offi repealed by, and	provided of the enrolling te respec- lee of the the enroll-	
		PRESENT ACCUMU	LATION .	• •	
S. AP	Annual Accumula Disposable Amou	" ndles (2^ cubic 19U1 t: Chronologic tion! 1/k cubi	cal by date of fi c foot	ling	Papraved Hall of Conda Commission
7. Agency	v, Division or Bureau Represe	entative			<u> </u>
	Signature Signature	<u>_</u>	lecky Title	Jug	7 Date
Schedule Aug Records Com	thorized as Indicated in Col. 6 by nmission.	y Hall of	Disposal Authorized Public Works	las Indicated in $\stackrel{\checkmark}{\it M.}$	6 by Board of
0	Ma. : 3	Ω	MAY 17 195	5 Mm . 5	En som

Date

Secretory

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Hall of Records				
Commission				

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SCHEDULE NO

PAGE NO.

Item No.

5. Description of Records Describe records accurotely. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Application for beer licenses, giving name of applicant, address, length of residence in state, location of licensed establishment, owner of premises, amount of fee and costs, date, signature of applicant, notarization, and names and addresses of endorsers* Applications for beer licenses are now made to the Board of County Commissioners.

RECOMMENDATION* DESTROY PRESENT ACCTOOUTION.

APPROVED BY BOARD OF PHHUC WORKS

## HR-RK 1 / RF EST FOR RECORDS RETENTIO' SCI ULE	SCHEDULE (*º.3
Hall of Records Commission Hall of Records Commission	PAGE NO. 1.
I. Requesting Agency KENT COUNTY 2. Division or Bureau of Requesting CLERK OF CIRCUIT COURT	Agency
additional accumulation is antici cords for which there is a continuing Criginals if	and destroy originals for microfilmed would be period of time indicated.
4. Item No. Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
Sise: Ol" x U*-" Quarttityj ^ cubic foot DateSi 19li3 « - Pile Arrangement! Chronological by date Annual Accumulation! less than 1/U cubic foot Disposable Aisount» -1/U cubic foot Audited by! Stats Original applications for business licenses and copies of licenses	Spyroved I talk Records Commisses
issued, giving name of business, name of otmer, location of place of business, nature of business conducted, amount of stock, tax assessment of stock in trade, signature of applicant, amount paid, type of license, ; f RICOK/JEKBaTION! RETAIN FOR THREE TEARS OR UNTIL AUISITED, WHICHEVER : ; '; • IS LATER, AND THEH DESTROY.	

Size!

Quantity!

7. Agency, Division or Bureau Representative

Schedule Authorized as' Indicated in Col. 6 by Hall of Records Commission.

Signatur

^ x 8"

Audited by! State

lA cubic foot

Pile Arrangeiaenti Wuraerical by license number Annual Accumulation! less than 1/U cubic foot Disposable Amount! less than 1/U cubic foot

Carbon copy of pinball and console licenses issued, giving licensee*

Plee

Title

MAY 1 7 1955

Date

Secretary

Disposal Authorized as Indicated in CoV6 by Board of Public Works.

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 of Records 					
Commission					

$P_{ m st}$ for records retention sci Continuation Sheet)

SCHEDULE

PAGE

NO. 2.



5.- Description of Records Describe records accurately: Include title, form number, size of documents. work or activity to which the/records relate, inclusive dates, and quantity

(cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

address, cost of license, Clerk's fee, penalty, total cost and date

RECOKMISMTIOH; RETAIL FOR THREE TEARS OH UNTIL AUDITSD, WHICHEVER IS LATER, AND THEN DESTROY. '

HUNTER'S XICBISgS

Size: 55 x 85 t

Ottantityt 1 cubic foot V Datess 19hh - - '

File Arrangement* Numerical by License number Annual Accumulationt less than 1/k cubic foot Disposable Accumulation 1 cubic foot Audited byi State

Stub records and carbon copies of resident and non-resident hunter. duck blind, and angler's licenses issued; giving number of license, fee collected, and Clerk's fees.

RHX>MENDATIO?i», • RETAIN FOR THREE YEARS OR UNTIL AUDITED, EHICHEVIR ISUT®, ANDTH2SDESTROY. '

." Sizet- *'.*&* W-Sl"-^- *. Quantity! 2 cubic fe"et;

Pile Arrangeaenti Kuaerical by license number Annual Accumulation t less than 1/k cubic foot Disposable Anountt 1-3A cubic feat Audited by* State

Carbon copies of Traders* Licenses issued, giving name of licensee, address, cost of license, Clerk's fee, total payoont, and date issued* Typed on pre-mrabered printed forms*

RECOMHEBDATIOH* RETAIB FOR THREE TSARS OR UKTIL AUDITED, WHTCHETH1 IS UTIS, AHD Tfim DESTROY.

CHICK STUBS

4 .- Audited byt State

Size: 9" x lip" Ouanti^t If eubio feet Datesi 1933 • -File Arrangementi Runerical by check nuaber Apir Tpai Accuisilationi 1/b cubic foot Disposable Amounti 3/2) cubic foot •

SOAK'D OF P' JL5LIC TFOKKS Date MAY 17 1955.

APPROVED BY

approved Hall of

Check stubs remaining in loose check books used by the 'CXerlcNtf' Court* Data on staba duplicated in bank otatementa and cash

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loll of R	(Continuation Sheet)	PAGE NO. 3.
m _{o.}	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	books. All are audited annually. RECOMKEMTIOSI RUffAIH FOR THREE YEARS OR WITL AUDITED, WHICHEVER ••-••'-; IS LATER, A!ID THEN DESTROY.	
6.	Quantity 1/0 cubic root	Recorde Commission
	File ArrangeBeatt Chronological by date Annual AccttBtolationi less than 1/« cubic foot Disposable Amount* less than 1/U cubic foot Audited by* Stat-e	
,	Slips from banks showing dates that deposits were cade and amounts deposited* X	
7.	RECOUMBIDATIONI . RIFFAIH FOR THREE TE^IRS OR CKTIL AUDITED, WIttCHIVSI -:. IS LATER, AND THEM DESTROY. BAKK STATBHSTS AHD CAHCELLED CHECKS -" '	Reproved Hall of
	Sisej- 2» x 3" x 8" Quantity* g cubic foot Dates* 1933"••-•- File Arrangement* Chronological by fiscal year Annual Accumulationi less than 1/k cubic foot Disposable Amount* 1/U cubic foot Audited by* State - '-• -;	Approved Hall of Records Commissio
	Cancelled checks and bank statements of the Clerk of Circuit Court* RECOIFFIUKDATIOH* RHTAIW FOR THREE YEARS OR USTIL AUDITED, WHICHEVER , • IS UT1R, AHD THEH DESTROY.'.	
V 8.	CASH BOOKS; Size* 2» x 12° x 17» Quantity: U volumes (1 cubic foot)	Oppraved Hall of Gecords Commission
	Dates* 1521 File Arrangement* Chronological by date of entry v pi > j > (VKD BY HBLIC WORKS
	Record of receipts and disbursements of the Clerk of Court* given under receipts the date* naa» of remitter, total reaiting asount charged to various accounts) under disburseaents the withdrawals from bank, nase of payee, check number, asount of check, amount and type of expenditure, assount sent to State Treasury, sad	Cluster

OREHST FOR RECORDS RETENTIONED ULE (Continuation Sheet) Describe records accurately. Include title, form number, size of documents work or activity to which the records relate, includes title, form number, size of documents work or activity to which the records relate, includes dates, and quantity club or linear feet). Show recommended retention period. reaarks. Handwritten on printed, for a. Since 1936 maintained on looseleaf sheets* one sheet per month* RECOMMEMMITOR RITAIN FOR THRIE TEARS OR UNTIL AUDITED, WHICHEMER IS LATER, AND THEN DESTROY. RECEIPT3 TO CLERK: X Size 1 9° x 12° Quantity* 2 cubic feet Patil 4 9 3 File ArmageEdont In folders by fiecal year and chronological by date of receipt. Annial Accumulation I/I cubic foot. Disposable laountd 1-1/I/I cubic feet Audited by 1 State Receipts for payaents nade by Clerk to County Commissioners and State Treasurer KHBUHECIJAfroat** RETAIN FOR THREE TBIES OR UNTIL AUDITED, WHICHEMER IS IATSI, AND IHAN DESTROY. 10. RESETPT HX/KS ** **Size1 2-1A*x 9h* x 10 ^H Quantity! 73 voluisea, 5 cubic feet Datest 1932	distance description of the second	and appropriate the second		
Describe records accurately. Include title, form number, size of documents, work or activity to which in records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. Provided Head of the coords relate, inclusive dates, and quantity and Board of Put Works.	23	PAGE	OREHIST FOR RECORDS RETENTIONCH JLE (Continuation Sheet)	(*» ! S3)all of Records
réaarks. Handwritten on printed, fora. Since 1936 maintained on looseleaf sheets* one sheet per month* RECOMMEMMIOUV RETAIN FOR THRIE TEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. RECEIPT3 TO CLERK: X Since 9" x 12" Quantity* 2 cubic feet File ArrangeEGnit Ih folders by fiecal year and chronological by date of receipt. Annial. Accumulation! I/u cubic foot.: Disposable laountd 1-1/1t cubic feet: Audited byi State Receipts for payaents nade by Clerk to County Commissioners and State Treasurer* REPEIPT HX'KS %-> 312et 1-1A*x 9h*n x 10 ^H Quantity! 73 voluisea, 5 cubic feet Datest 1932. """""""""""""""""""""""""""""""""""	irds	of Hall of Reco	e records accurately. Include title, form number, size of documents, activity to which the records relate, inclusive dates, and quantity	W
9. RECEIPT3 TO CLERK X Sizes 9" x 12" Quantity* 2 cubic feet """ File ArrangeEGntt Ih folders by fiecal year and chronological by date of receipt. Annial Accumulation! 1/1/1 cubic foot Disposable laountd 1-1/1/t cubic feet Audited byi State Receipts for payaents nade by Clerk to County Commissioners and State Treasurer? KHBUHECTJAfroat "" RETAIN FOR THREE TBIES OR UHTIL AUDITED, WHICHEVER IS IATSI, AND THEN DESTROY. RESETTET HX'KS %-> Sizes 1-1A* x 9h* x 10 ^H Quantity! 73 voluisea, 5 cubic feet Datest 1932 """ File Arrangeiaenti RuiaGrical by receipt number Annual Accumulation t /h cubic foot Disposable Asount It-1/U cubic feet Audited byt State Carbon record of receipts for instruments^ plats and fees for recerding giving receipt nuober, date, naae, type of instrument, names of grantor and grantee, vendor and vendee, amount of fee* Handwritten on printed forus. RECOMHEKDATIOKI REZAIH FOR SKRZE TEARS OR DNTIL AUDITED, WHICHEVER IS WSm., ASD THEH DESTROY. DATEX RSPORT OF RECEIPTS Sleet 12* x 22* Quantity! Is cubio feet Dates! 15*80 -			Handwritten on printed, fora. Since 1936 maintained on sheets* one sheet per month* MMTIOTY RETAIN FOR THRIE TEARS OR UNTIL AUDITED, WHICHEVER	loos
File ArrangeEGntt Ih folders by fiecal year and chronological by date of receipt. Anmial. Accumulation! 1/1/1 cubic foot	hel of	approved To	TO CLERK X	V
Audited byi State Receipts for payaents nade by Clerk to County Commissioners and State Treasurer^			le ArrangeEGntt Ih folders by fiecal year and chronological by date of receipt. miaJ. Accumulation! 1/t cubic foot.:-',: •'	
RECIPT HX'KS' %-> 3izet 1-1A" x 9h" x 10 ^H Quantity! 73 voluisea, 5 cubic feet Datest 1932 "-" File Arraaageiaenti RuiaGrical by receipt number Annual Accumulation t 1/h cubic foot Disposable Asountt It-1/U cubic feet Audited byt State Carbon record of receipts for instruments^ plats and fees for reccrdiugj giving receipt nuober, date, naae, type of instrument, names of grantor and grantee, vendor and vendee, amount of fee* Handwritten on printed forus. RBCOMHEKDATIOKI RE2AIH FOR SKR2E TEARS OR DNITL AUDITED, WHICHEVER IS WSm, ASD THEH DESTROY. PAILY RSPORT OF RECEIPTS Sleet 12* x 22*" Quantity! Is cubio feet Dates! 15*D - •			dited byi State . • -, for payaents nade by Clerk to County Commissioners and	Reco Stat
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Annud. Accumulation i Uh cubic foot Disposable Asounti 3A cubic foot Audited byt Stato Arrangerontt Chronological by date of entry APPROVEDBY- BOARD oF-FULLIC WORKS MY 17 1955	. ·	EDBY-	ttes! 15-\$D - • © Arrangerontt Chronological by date of entry mud. Accumulation i l/h cubic foot - ★ トナイン sposable Asounti 3A cubic foot BOARD oF-FU	/11. DAII

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PAGE NO.

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No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic oHinear feet). Show recommended retention period.

! 6. Recommendation of Hall of Records and Board of Public Works.,

liois money received each day, giving receipt numbers, receipt book total* and a breakdown of amounts received according to account, such as -certifications, recordations, staaps, etc* Thin record is kept by the office of the Clerk for audit purposes at the specific request of the State Auditors,:

RECOMMENDATION 'RETAIN FOR THREE TEARS OR UNTIL AUDITED, WHICHEVER

• IS UTLB, AND THEH DESTROY.

OURT .'...

HONTELI REPORT OF THE CLISK OF CIRCUIT COURT

Records Commissio

Quantity* £ cubic 'foot. ^\;^V; '.". • "> '-.". C ••

Dates; 1 ^ 3 3 - - ... ' '' ''' ''' '. ... '. ! " • ' ' ''' '.

File Arrangeaent» Chronological by fiscal year

Annual Accusailationj less than 1/u cubic foot

Eisposable Amountt 1/li cubic foot".'. ',"

Audited byt State'

Copy of Clerk*s monthly report to the Controller, covering money received on account of the State from the sale of licenses and other sources. Gives number, kind of license, isonths, cost per license, penalty* gross receipts, Clerk's oath of affirmation, and a recapitulation shoring grcss receipts, Clerk*s cosaissions, and net to State, broken down by types of licenses*

/13

COURT'S IDCKETS

siB©» 8 x i 1 i x 3 A

Quanti'tyj 69 VO1UB»S & 2 looseleaf binders (3's cubic feet)
Dateat ?1\$& - -

Docket for the temporary use of the judge in court* It includes trials, appeals, judicials, appearances, foreign trials, types of procedures, charge, and verdict or judgment, and names of plaintiffs, defendants, attorneys, and witnesses. One volume for each court session. Handwritten, The temporary notes contained in this docket are recorded in peraanent fora in the Civil and < Criminal Docket Books of Kent County* This material is considered non-record within the nesning of the statute governing non-record material (Art* bl, See. 1\$\$; Annotated Code of Maryland, 1?fL Edition)• '

14.

CLBHK«S POCKET

APPROVED BY BOARD UP PUBLIC WUHKS

Siisei 10" x 15" x 3/4" x 16. 1955...

Malusa

Exproved Hall of Records Commission

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Description of Records Describe records accurately. Include title, form number, size of documents,, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

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...Quantity! 33 volumes (2-% cubic feet) \

,.1010 1 .: 1.X"~1-1-1111 1010 01,01>1,1 Bates: 1919? - *-Filo Arrangementi Chronological by date of appearance in court •

less than 1/U cubic foot... Annual Accuinulationj . Disposable Aaounti 2 cubic feet v. --- . - r i.r. v.

the second of the control of the con Docket for the temporary use of the Clerk in court". It includes criminal appeals, trials, Judicials, appearances, foreign trials, types of procedures, charge, verdict or JudgK&nt* and penciled not-«s, and naae3 of plaintiffs, defendants, attorneys, and -witnesses. One volume for each Court Session. Handwritten. Inforaation in this docket is recorded in permanent form in the Civil and Criminal Docket books of Kent County. This material is considered non-record within the meaning of the statute governing non-record isaterial (Art, ill, Sec* 1#?» Annotated Code of Hafcyland, 19£L Edition).'; '; '• • "• ••- \ -, /• . '

STATE'S ATTOKKLIFF'S SOCKS?

 $3^{B} \times 12^{"} \times 3/U^{"}$ Quantityi U volumes (1/k cubic foot) Dates* 19U2 - - ' '-, • [""•'•'"•<•!•

File Arrangesajnti Chronological by date of appearance in court.

1/U cubic foot Anxmol Accucailationt Hlepoaable Anounti 1/U cubic foot Audited byi State

Docket for tecporary use of State's Attorney in court* It includes trials, appeals, judicials, appearances, foreign trials, types of procedures, charge, verdict or Judgment, and names of plaintiffs, defendants, attorneys, and witnesses* One voluas for each Court session. Ifandsritton. The tengjorary notes contained in this docket arc recorded in permanent fora in the Civil and Criminal Docket Books of Sent County. This material is considered nonrecord ydthin the raeaning of the statute governing non-record material (Art. Ill, Sec. lf./), Annotated Code of Maryland, 1951

APPROV < D BY

Edition).

BOARD OF PCBIJC WOKKS Date—MAY. 1.7 .1955